



# U.S. Citizenship and Immigration Services

**U.S Department of Homeland Security**

U.S. Embassy Rome

USCIS Rome District Office

*Address from US:*

PSC 59 Box 37

APO AE 09624

*Address from overseas:*

Via Sallustiana 49

00187 Rome ITALY

Email: USCISRome.consular@dhs.gov

## CHECKLIST FOR I-131 APPLICATION FOR REFUGEE TRAVEL DOCUMENT

**Use this checklist to help you prepare your I-131 correctly.**

Print Full Name of Applicant

Phone Number / Fax number

**I-131 Application for Travel Document:**

- Ensure you print legibly or type.
- Ensure you complete all blocks. If not applicable, enter “*Not Applicable*” or “*NA*”.
- Write your full name where required; no initials.
- Use the address listed above to submit the application.
- Provide both a phone and a fax number where you may be reached outside the US.
- Fee:** The fee for each I-131 petition you file is **\$190.00**. The U.S. **\$190.00** fee must be in:
  - U.S. Cashier’s Check;
  - U.S. Dollar Money Order;
  - International Bank Draft;  
*All checks must be made payable to the U.S. Embassy and must be issued by a bank with a U.S. affiliation or by a U.S. Military Post Office facility. Print full name and address of beneficiary on reverse side of check.*
- If you are filing in person at the USCIS Office at U.S. Embassy in Rome, or at an alternate U.S. Embassy, the US\$190.00 fee may also be paid in cash, in US dollars or local currency equivalent.

**Do not mail cash or personal checks**

**Supporting Documentation to submit with your Petition:**

- Evidence that you were admitted to the US as a refugee or were granted US asylee status.
- Evidence of your last date of departure from the US (e.g. airline tickets, boarding passes, etc.)
- Statements:
  - A statement explaining the purpose for your trip outside the US. Include documentary evidence to support your reasons for departure from the US.
  - A statement describing the reasons for departing the US without a Refugee Travel Document
- Two photographs as outlined in the Form I-131 instructions
- Translations: Supporting documentation you provide in a language other than English must be accompanied by a complete English translation. The translation must be completed by an independent party. The party providing the translation must note that his/her work is accurate and that he/she is competent to translate. The full name of the translator, address and contact information is also required.
- Use the address at the top of this page if you are located outside of the United States.